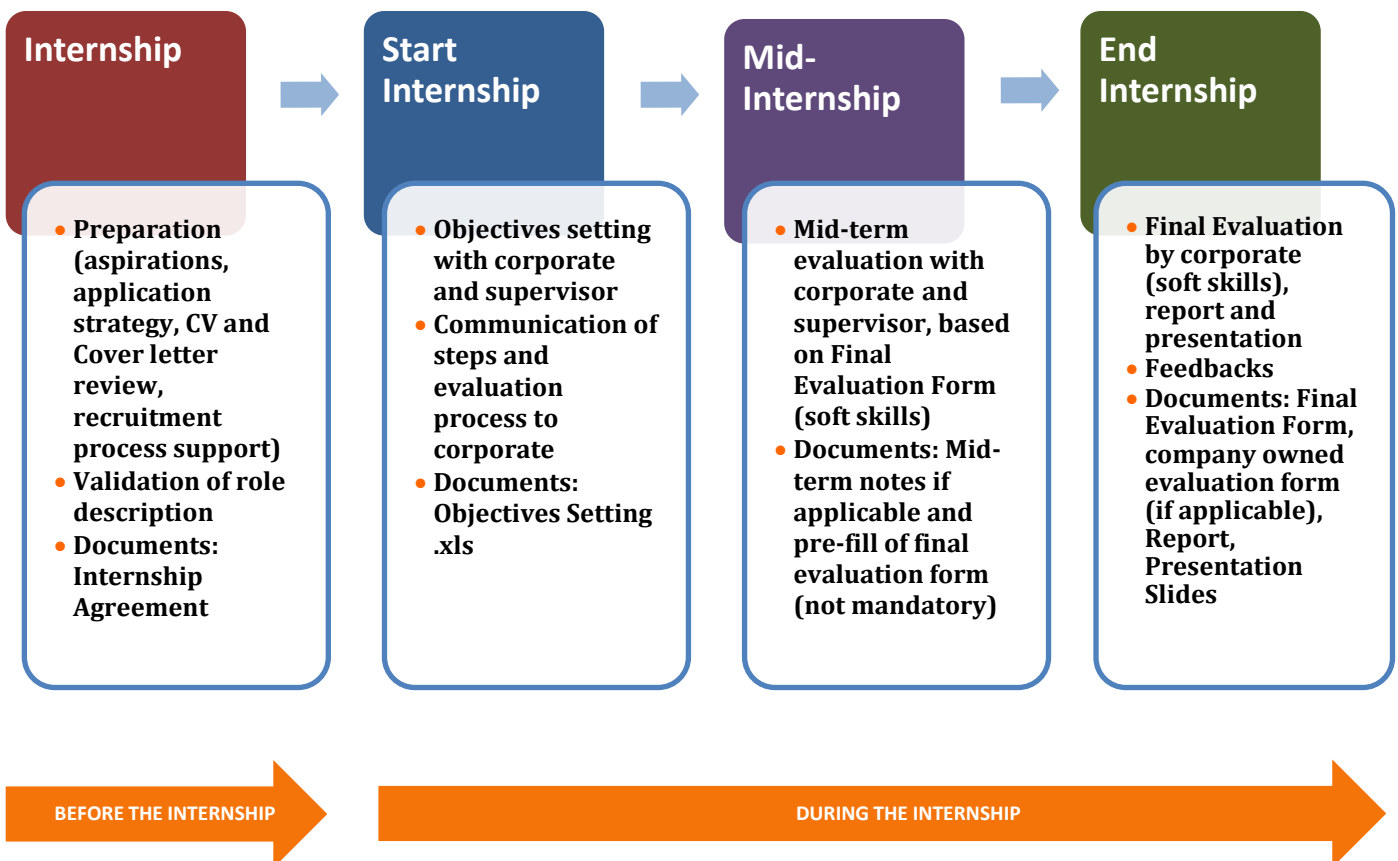


# CREDITED INTERNSHIP PROGRAM FAQ

## Why do an internship?

- Self-awareness
- Requirements and responsibilities of a specific job
- Examine the theories and skills in a real world situation
- Soft-skills such as team work and interpersonal skills
- Familiarize with the culture of a specific company
- Observe "management instinct" in practice
- Build and expand your professional network
- Increase your chance to find a job



Please make sure you attend the Credited Internship Programme-info session (mid-October) or read the info session slides available: [CIP Info Session Slides](#)

Any questions: Pascaline Flon  
[internship@solvay.edu](mailto:internship@solvay.edu)

## Before the internship

### 1. Who does the program include?

The program is open for MA1 students with majors in:

- Business Engineering (Advanced Management) and Management Science.  
Depending on when the exchange is done.

The internship will take place in MA2Q1 or MA2Q2.

- Business Economics:

The internship can only take place in MA2Q1.

It is not possible to combine exchange and internship.

### 2. What is the minimum duration of an internship?

One semester (minimum 16 weeks) up to 6 months (24 weeks).

### 3. How many credits does the internship count for?

It represents 25 additional credits and has a weighting of 3 in the final year's average.

### 1. Does I lose courses if I do an internship?

No, you will just take your courses at a different time via the "étalement". This is to be discussed with your secretariat.

### 4. What is the deadline to register?

30th November of the academic year, whether internship is taking place in Q1 or Q2, no difference. This is for administrative reasons in order to be able to organize the master years. Q2 students will have longer to find an internship though.

### 5. How can I register?

Send an email to [internship@solway.edu](mailto:internship@solway.edu) stating:

- Matricule ULB
- First Name
- Last Name
- Master: B. Economics / Mgmt. Science / B. Engineering (precise which one?)
- Q1 or Q2 : when you're doing your internship (it must follow the exchange)
- Please inform us if you are part of QTEM

### 6. Am I stuck once registered?

No, if you have not found an internship by the deadline, you can leave the programme, but we will ask for proof of real commitment (number of applications, responses from companies, etc.). If you are inscribed to the program, you will need to complete a "procédure d'étalement" when inscribing for your MA2 with ULB. Once this document is provided, you will not be able to cancel anymore.

### 7. When is the deadline for finding an internship?

- For Q1, you have until August 15<sup>th</sup>.
- For Q2, you have until October 15<sup>th</sup>.

### 8. What happens if I also do an international exchange?

The internship will always take place after the international exchange.

### 9. When and how should I start looking for an internship?

Start looking as soon as possible, do not waste your time!

Think of which kind of company you would like to work for.

Internship offers received by the Career Office are published on our recruitment platform,

[www.solway.edu/talents](http://www.solway.edu/talents), where you are encouraged to apply. You should also search on your own, applying directly to companies, websites or using specific dedicated tools online. You can also use your network, the SBS Alumni...

Multiply phone calls and emails, take note of which company are offering internships.

The internship can take place in Belgium or abroad, and in any sector. The role description will be important in assessing whether it is professional and in line with your objectives.

Please make sure you tell the company you are part of Solway's Credited Internship Program! This is a very popular program that might jump your CV at the top of the pile! You can always add the CIP flyer for

companies ([http://solway.edu/sites/upload/files/CIP\\_Flyer.pdf](http://solway.edu/sites/upload/files/CIP_Flyer.pdf)) to your application for further info or contacts us if they ask you for more.

### **10. What to do if I am abroad on exchange during the application process?**

Don't wait to come back before applying, otherwise you will lose out on great opportunities and might not find anything. Companies are used to interviewing students from remote locations and will not be put off by it. Just make sure you give valid skype (net meeting or other) instructions for contacting you.

### **11. What timing can I choose for the internship?**

- Q1 ⇒ August / September to end of January (caution, mandatory courses start early February)
- Q2 ⇒ January to end of June

If the company proposes dates outside these timings, don't hesitate to contact us for validation.

There is no possibility to extend beyond those dates as credited, as classes start right after the end of each period. However, many students chose to continue part time as non-credited in addition to their courses. A non-credited agreement then has to be drawn to cover for that period.

### **12. Is there any criteria concerning the choice of the company?**

There is no particular criteria except that the company and role description have to fit with your aspiration and personal objectives for doing the internship.

We know that poor preparation usually means a poor internship from both sides.

### **13. Will I be paid for my internship?**

- Unfortunately, there is no mandatory salary in Belgium (as opposed to France, where it is set by law). Some sectors / companies sometimes pay students (for example strategic consultancies or the banking sector in Luxemburg).
- However, the Belgian legislation around "immersions professionnelles" considers internships of more than 60 working days as immersions which should be granted a "gratuity" of about 750 euros per month. The company might not know about this and the ULB is not allowed to enter remuneration negotiations, so it is down to you to inform them about the law and negotiate.
- Be cautious that if the gross monthly salary is greater than 750€, the ULB insurance included in the internship agreement will not cover you. In this case, the company will be obliged to insure the student and to make a written contract.
- Remuneration has an impact on :
  - Cotisations sociales (ONSS)
  - Impôts
  - Allocation familiales
  - Réduction d'impôts des parents pour enfants à charge

You must contact them for further information as the ULB cannot partake in remunerations related issues.

### **14. If I do my internship abroad, does the university provide extra services?**

No, visa arrangements, accommodation, health cover, etc., aren't provided by ULB.

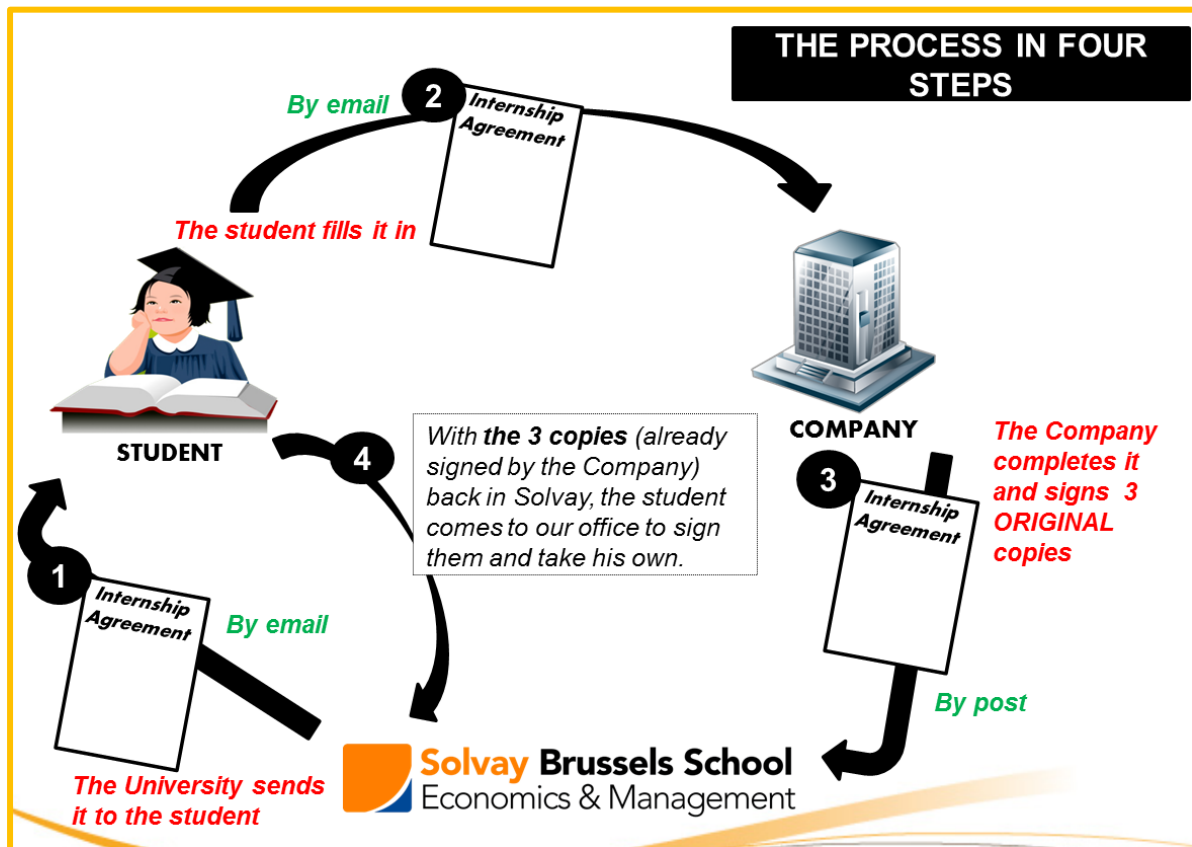
We can just provide an attestation which certifies that you must do an internship as part of your curriculum to help you get a visa.

### **15. Who do I have to contact when I think I found an internship?**

You must contact [internship@solvay.edu](mailto:internship@solvay.edu) to inform us of the company and role description, as well as the HR contact details at the company. We will review the proposed role and provide you with a credited internship agreement (*Convention de stage crédité* in French).

An internship agreement is your legal contract allowing you to execute your internship period while remaining a ULB student. It includes the insurance that will cover you during the entirety of your internship period for any inconvenience that may occur during your working hours or on the way to work. It is important that the internship agreement is signed prior (by you, the company and the Dean) to starting your internship or else you will not be covered and your internship will be invalidated.

16. What is the procedure to follow when receiving the internship agreement?



17. What should I do if I am abroad and I can't come to the University?

It is important for the insurance to have an original document, signed by all three parties. Therefore you can send us the documents to [internship@solvay.edu](mailto:internship@solvay.edu) as well as by post to:

**Pascaline Flon**

**Career Services and Corporate Alliance Officer**  
**Solvay Brussels School Economics & Management**  
 Avenue F.D. Roosevelt 50 - CP 145/1  
 B-1050 Brussels Belgium

18. Questions relating to completing the internship agreement:

- **Article 1 and 2 ('...in the programme of...' / '...framework of...' / '...studies of...')?**  
You must put the name of your Master programme (ex: Management Science).
- Name of supervisor/coordinator? **Pascaline Flon** for all
- Does the HR or Maître de stage sign it? It depends on the company, they will decide. But if the HR signs, we will need you to inform us of the name and email of your supervisor for communication during the internship.

19. What is the "procédure d'étalement"?

It is the second required document (after the internship agreement detailed above) to complete to be able to do a credited internship.

This document, once filled and signed by both parties (student and ULB), states that you agree to extend your studies for one semester (therefore finishing in January).

A "procédure d'étalement" is compulsory when doing a credited internship, whatever your personal circumstances.

The document is part of the Service des Inscriptions. You must complete it when inscribing for your MA2. It is available online around inscription time via:

<http://www.ulb.ac.be/enseignements/inscriptions/etalement.html>

You complete it with the help of your secretariat:

- Patricia MOREAU, [patricia.moreau@ulb.ac.be](mailto:patricia.moreau@ulb.ac.be) for ECON
- Nathalie TRICNOT, [nathalie.tricnot@ulb.ac.be](mailto:nathalie.tricnot@ulb.ac.be) for INGE

for the choice of courses, sign it and leave it with them for the Dean's signature and final validation by the Service des Inscriptions. Please note that the "étalement" has to be with the Service des Inscriptions by the 31<sup>st</sup> of October. Failing to do so mean you will not be able to do your credited internship.

### 1. How is the internship supervised and evaluated?

When starting your internship, your company supervisor (and you in cc) will receive a standard email summarizing the necessary 3 steps:

- By the end of your first month: deadline to define the objectives with the internship coordinator (from the host company). Most companies have their own format for formalizing the objectives. If not, Solvay provides a standard in attachment to the email.
- By the middle of your internship: mid-term check point to see if all is ok. Usually done by email, unless a meeting or teleconference if necessary to discuss issues. This is organized with your internship coordinator, you and your SBS-EM supervisor.
- At the end of your internship : The final outcome of the internship will be a written and formal report to be presented to and defended in front of a jury at the university, as well as a final evaluation form completed by the company. Guidelines for the evaluation and the report will be attached to the email.

### 2. Who are the SBS-EM supervisors?

Mrs. Sarah Bigdeli

Mr. Alexandre Geeraerts

2 new supervisors to be confirmed

### 3. What if the company asks me for a confidentiality agreement?

We will sign the agreement and understand that your final report will be limited in terms of information regarding your deliverables. This does not mean you should not talk about your deliverables. It happens that companies ask to read the report before hand to check for confidential information.

### 4. How should I prepare the mid-term evaluation?

During the mid-term evaluation, you discuss the final evaluation document with your "maître de stage" from the host company, so there is no surprise at the end. But you don't need to send anything.

We will ask your "maître de stage" whether he/she wants a meeting by phone to do

A mid-term status. You should also make sure you contact us if there are any problems. No need to wait for the mid-term. We are there to support you in your internship and failure to raise issues will affect the final quote.

### 5. What is the final evaluation?

The final quote is based on:

1. The final evaluation form (soft skills) completed by the company (and discussed with you)
2. Your final report
3. The final presentation
4. Your professionalism throughout the process (did you send your documents on time, warn us of issues, etc.)

### 6. How should I prepare for the report and the final presentation?

After your internship, you have 2 weeks to provide the internship supervisor (and SBS-EM coordinator for your file) and the employer with your final "Internship report".

- The final outcome of the internship will be a written and formal report to be presented to and defended in front of a jury composed of SBS-EM supervisors and your "Maître de stage" from the host company. It will happen on the ULB premises and we will propose dates via Doodle for presenting. It is your responsibility to check dates with your supervisor from the company and organize for him to be there.
- The evaluation of the presentation will be based on the quality of the deliverable (report) and the quality of the oral defense of the student.
- This report should be in English and presented like a scientific paper with all applicable structure and referencing methods.
- It should not exceed 10 pages, and constitute a helicopter view of your experience, missions and results.
- You should refer as much as possible to concepts, techniques and Methodologies, demonstrating your ability to apply the topics discussed in class to a real-life business situation. You could make connections with your courses and what have you learned while doing your

internship; What kind of learning and knowledge are being valued; and how did you deal with and what are the main findings in relation to your personal and professional objectives,.

- You should not describe everyday responsibilities in this report. However, we want you to explain your role in the organization, your added-value and the impact of your deliverables on the team you were part of.
- The report must be sent to your supervisor at least a week before the presentation. The supervisors will not proof read your report.
- You will present for 20 minutes, followed by a jury discussion of 20 minutes. Please bring your supporting slides on a USB stick and ideally, a copy for the file.

**7. When do I graduate?**

January, 6 months later.

**8. In case I fail one/more than one of my exams, when do I have to retake?**

If you fail a subject during your MA2, you will have to retake it in August of the following year.

**9. When do I present my thesis?**

You present it in January, 6 months later. The deadlines for choosing your subjects remain the same. Don't worry, you will still be able to change subjects/promotor after registering it. Please warn your director/promotor that you are part of the programme and therefore finishing at a different time.

**10. Can I fail the credited internship program?**

If you fail your internship, you don't re-do it. The deliberation jury in September will not allow you to continue with your "étalement" and you have to re-register for a standard MA2 year.